



BUDGET ANALYST 3
Office of Budget and Economics
Recruitment # 2006-09-5820

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Budget Analyst 3
Type of Position:	This is a permanent, full-time position. This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$3,540 – \$4,531
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	September 1, 2006
Closing Date:	September 20, 2006
Location:	Olympia, WA

POSITION PROFILE

There is currently one opening in the DNR Budget Office for a Budget Analyst 3. This position reports to the DNR Budget Manager and performs senior level, independent budget and program planning analysis for multiple DNR programs representing approximately one quarter of the department. The position provides budgetary and financial analysis to program managers and staff, while coordinating all aspects of those program budgets from budget development, allotment development, budget management, fiscal notes, and performance measures. Examples of work include:

- Develop and review biennial and supplemental budget requests
- Assist agency staff in developing decision packages, fiscal notes, cost estimates and allotment plans
- Input program allotments in the Allotment Preparation System (APS) and DNR systems
- Track program and agency funding history
- Monitor program expenditures and revenues, work with programs to resolve variances, and compile reports, projections and recommendations for executive management review
- Coordinate and monitor performance measures
- Prepare fiscal notes on proposed legislation
- Train staff in the use of budget systems and processes
- Conduct research and analysis of budget issues and prepare reports for management review

REQUIRED POSITION QUALIFICATIONS

- Knowledge and ability to analyze fiscal information.
- Ability to work independently and as part of a team;
- Ability to work under tight deadlines and managing multiple projects;
- Ability to condense detailed and/or complicated fiscal data into an oral, written or graphic presentation understandable by non-financial experts;
- Ability to work with management, professional and front line staff;
- Experience using Microsoft Excel and Word

This level of knowledge and skill is typically achieved with:

- A bachelor's degree in accounting, public administration, business or allied field and three years of professional experience in budgeting or finance.

DESIRED POSITION QUALIFICATIONS

- Knowledge of the state budget process including biennial appropriation request, developing and building a state budget request and allotment requests;
- Knowledge of the State Allotment Preparation System (APS) and Budget Development System (BDS);
- Knowledge of DNR budgeting systems including Datamart, performance measures and activity inventory;
- Knowledge of Microsoft Access and Powerpoint;
- Skills in planning and conducting major projects and work schedules;
- Knowledge of legislative processes and practices.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Occasional travel will be required to region offices or training
- Must be 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed resume
- An online voluntary [Applicant Profile Questionnaire](#).

The first screening will be based on information contained in your letter of interest and your resume.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate **Budget Analyst 3, #2006-09-5820** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Lisa Largent at (360) 902-1093 or e-mail us at DNRrecruiting@wadnr.gov.

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